

# TWEEN TIME

## AFTER SCHOOL PROGRAM

Tween Time is a **FREE**, supervised, drop-in after school program at Graham Middle School  
**PLEASE TAKE A FEW MINUTES TO CAREFULLY READ THE FOLLOWING IMPORTANT INFORMATION**

### **When does Tween Time take place?**

Tuesday, September 8, 2009 – Friday, May 28, 2010

Regular Days: 3:00-6:00 pm

Minimum Days: 12:20-6:00 pm

For more information, please  
contact Diane Pasana at the City  
of Mountain View Recreation  
Division at (650) 903-6402

### **Where?**

Tween Time Recreation Room # 41 (next to football field)

### **Who is eligible to participate in Tween Time?**

All students attending Graham Middle School are eligible to participate in the after school program. Students of all ages, skill levels, ethnicities, languages and backgrounds are encouraged to register! For your child's safety, students are eligible for this program only if they attend Graham during the day.

Tween Time participants will be placed into one of three groups – **Green, Purple** and **Yellow**. These three groups will rotate between three stations: One Homework Assistance Center and two Tween Time Recreation Stations. Each trimester, the rotation schedules will change so that each student will have a chance throughout the year to complete their homework during the first rotation of the day. For safety reasons, participants must stay in their assigned color group, and may not switch groups at any time throughout the program. Please see the attached rotation schedule for more details.

**Green Team – 6<sup>th</sup> Grade Last Name A-L**  
**Purple Team – 6<sup>th</sup> Grade Last Name M-Z**  
**Yellow Team – 7<sup>th</sup>/8<sup>th</sup> Grade**

### **GRAHAM ROTATION SCHEDULE**

School is released at 3:00 pm

3:05 – 4:00 - station 1

4:05 – 5:00 - station 2

5:05 – 6:00 - station 3

### **MINIMUM DAYS AT GRAHAM**

School is released at 12:20 pm.

12:20 – 1:00 – Recreation Activity

1:00-2:15 - station 1

2:20-3:35 - station 2

3:40-5:00 - station 3

5:00 – 6:00 – Recreation Activity

### **COMPONENT STATIONS:**

**HOMEWORK ASSISTANCE CENTER** (Provided by Graham Middle School) – Homework Assistance center occurs Monday through Friday. A trained school aide or teacher will enforce a positive, interactive, yet quiet study environment.

**TWEEN TIME RECREATION** (Provided by the City of Mountain View Recreation Division) - Our Recreation Program is staffed by trained Recreation Leaders who create a fun and safe environment for participating in recreation programming on site each day. Tween Time Recreation will offer indoor recreation activities and games, as well as enrichment activities such as cooking days, arts & crafts, science activities and more. Outdoor activities will include sports, active games, and tournaments.

\*Snacks will not be provided to participants on a daily basis. Please provide your child with an extra snack for after school hours.

# GUIDELINES

## **Drop-in Program:**

Tween Time is a drop-in program which means that your child does not need to attend each day (however, strongly encouraged), and is responsible for checking themselves into program right after school. The program has a set schedule that is followed based on which color group your child is in. Although your child is not required to stay the full time at Tween Time, we encourage you to have your child stay until 6:00 pm to gain the full benefit of the Tween Time program. By leaving early, your child may miss out on their homework session and/or enrichment component.

## **Check In and Check Out:**

- In order for your teen to participate, he/she must check-in within 5 minutes of the end of school. If your teen arrives 5 minutes after the bell, a note from a teacher or coach must be presented to staff to enter the program.
- NO INS AND OUTS WILL BE ALLOWED. Once a participant checks out of program, they will not be allowed to sign back in. Neither after school staff nor school staff can be held responsible for students who are not checked in. ***Participants who check themselves out prior to 6:00 pm, must immediately leave the Graham campus.***
- Participants must have a registration/permission slip on file with the after school program.

## **Picking up your Teen:**

Tween Time operates from the time school is released until 6:00 pm. It is your responsibility and obligation to ensure that your teen is picked up **no later than 6:00 pm**. You may pick up your teen at any time during program hours, although we strongly encourage all participants to stay until 6:00 pm. Each color group will have their own roster for parents/legal guardians to sign out participants. Teens may be at any of the three locations on their schedule at any time. Please see the attached rotation schedule and become familiar with your teens rotation schedule.

## **Late Pick-up Policy:**

Parents/Guardians who arrive late to pick up their teen(s) from any Recreation program will pay a fee of \$6.00 per 15 minutes and the parent/guardian will receive a participation violation form. Three participation violation forms per trimester will result in the removal of your teen from the program. Please ensure that you plan accordingly so that you will arrive on-time to pick up your teen(s). If you are allowing your child to walk, bike or skate home, they must leave the school campus as soon as program ends. **PARTICIPANTS ARE NOT ALLOWED TO WAIT OUTSIDE FOR THEIR RIDE.** It is the parent's/guardian's and teen's responsibility to ensure that everyone knows and understands all rules, regulations, and standards.

## **Behavior Guidelines:**

- Participants must stay within program boundaries at all times unless instructed otherwise by a program staff member.
- All participants must respect the other participants, program staff, and the school classrooms and surroundings at all times.
- Regular school day rules will be enforced at all times during the after school program.
- In compliance with school regulations, all individuals who are not involved with the program must go directly home. Therefore, once a participant has checked out, he/she will not be allowed to return to any program and must leave the school premises.

## **Consequences for Teens Who Choose Not to Follow Guidelines:**

If your teen does not comply with the program rules/guidelines, you will be notified and a behavior violation may be issued. Participants who receive three behavior violations within the trimester will be removed from the after school program for the remainder of the school year.

*\*All behavior violations and late pick-up forms must be signed and returned (with money if applicable) the next day after the violation is issued. Your child may not return back to Tween Time unless the required materials are returned to Tween Time staff.*

## Graham Tween Time After School Schedule

Regular Day				
<b>Trimester 1 (September 8-November 24)</b>	3:05-4:00 pm	4:05-5:00 pm	5:05 - 6:00 pm	
Homework Assistance - Room 40	team green	team purple	team yellow	
Recreation Station 1 - Room 41(Enrichment)	team yellow	team green	team purple	
Recreation Station 2 - Outside Activity	team purple	team yellow	team green	
<b>Trimester 2 (November 30-March 12)</b>	3:05-4:00 pm	4:05-5:00 pm	5:05 - 6:00 pm	
Homework Assistance - Room 40	team yellow	team green	team purple	
Recreation Station 1 - Room 41(Enrichment)	team purple	team yellow	team green	
Recreation Station 2 - Outside Activity	team green	team purple	team yellow	
<b>Trimester 3 (March 15-May 28)</b>	3:05-4:00 pm	4:05-5:00 pm	5:05 - 6:00 pm	
Homework Assistance - Room 40	team purple	team yellow	team green	
Recreation Station 1 - Room 41(Enrichment)	team green	team purple	team yellow	
Recreation Station 2 - Outside Activity	team yellow	team green	team purple	
<b>Minimum Day</b>				
Teams follow the above schedules, with the following adjusted times:				
12:20-1:00 pm & 5:00-6:00 pm: Recreation Activities	1:00-2:15 pm	2:20-3:35 pm	3:40-5:00 pm	

Due to safety reasons, students will not be able to choose which group they are in or switch groups throughout the day.

All groups are pre-determined based on grade and last name. ( See the information on rotations to determine which team your child(ren) are in.)

Fridays are "Fresh Fridays!" We will offer other recreation activities and games in place of "enrichment".